

WEA Course information sheet 2020-21



**Adult Learning
Within Reach**

Course title: Digital skills using smartphones and tablets		Course ID: C2227575
Start date: 21/09/2020	End date: 19/10/2020	Day(s)/time(s): Mon 09:00
Number of sessions: 5	Hours per session: 2	Tutor Bex Harper
Additional hours:	Online Learning Hours: 0	
Specific funder/partner requirements:		
Awarding body (if any): Title of qualification to be gained:		Level: Level 2
Fee: £32.00 or Free if you are in receipt of an income related benefit (only SFA funded) Accreditation Fee (if applicable):		
Venue: Online Learning, Online, ZZ99 9ZZ		
<p>Theme(s): The WEA has four themes it uses for planning its provision. Employability – helping students to get a job or to make progress in their employment Health and Wellbeing – making a positive contribution to their own or others health and wellbeing Community Engagement – encouraging students to be positively involved in their communities Culture – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <ol style="list-style-type: none"> 1. Employability 2. 		

Course Aim

This course helps you to improve your English and IT skills.

Course Description

Are you looking for work? Do you want to improve your English to do your job even better? This course teaches you how to use technology such as laptops, tablets and mobile phones to look for jobs, apply for jobs, apply for benefits, send emails and also use Zoom and Skype to communicate.

Do I need any particular skills or experience?

What will I achieve?

By the end of the course I will be able to:

1. a laptop, tablet or mobile phone to look for and apply for jobs or benefits
2. send simple send emails
3. use Zoom and/or Skype to communicate with others

What teaching methods will be used and will there be work outside of the class?

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit:

<http://bit.ly/WEAonline>

- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning
- You will be expected to carry out a range of activities in your own time

What kind of feedback can I expect from the tutor?

- You will be able to keep a record of your progress and achievement using photos, audio, text or documents uploaded into the WEA's digital learning platform, WEA Canvas.
- You will be able to keep a digital portfolio of your work on WEA's digital learning platform, Canvas.
- A range of informal activities will be used by the tutor to see what you are learning which may include quizzes, question and answer, small projects and discussion
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning
- You will be encouraged to consider other students work and give your opinions and suggestions
- There will be a number of tasks appropriate to your course such as written work, creating art or craft, video, photography or small projects. Some of these may be marked to help you progress

What else do I need to know? Is there anything I need to bring?

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: <http://bit.ly/ZoomSpec>
- You will also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>
- A selection of materials and basic equipment will be provided but you are welcome to bring additional materials with you
- It would be helpful if you had access to the internet (Mobile phone, tablet or computer at home or through a library etc.)

Pre-course work, reading and information sources

- You will have access to course resources and links to wider learning through the WEA's digital learning platform, Canvas: <http://bit.ly/WEAonline>
- No pre reading is required but research on the subject on the internet or in the library may be helpful

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course
- Progress to a course with another provider
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>

Learning with the WEA

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for most courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB
Tel: 0300 303 3464 Email: courseenquiries@wea.org.uk



Education & Skills
Funding Agency



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